

FIFTH HEELER MEETING: MARCH 5

- I. Productions Department: Productions Director/ Joel Levitch
 - A. Function; place in program department
 - B. Organization; mobilization for special programs: how to put together a production: use of research; themes; editing; writing; etc.
 - C. Projects of this year; major projects of the past
- II. News Department: News Director/ Don Hess
 - A. Function; departmental organization: daily news directors
 - B. College News: what it is; programming; sources; how to write stories; format; characteristics of good and bad news writing and broadcasting
 - C. Special programs
- III. Closing Remarks- Vice-Chairman
 - A. Change in shift day times
 - B. Reminders: Projects
and
Half-way tests: Sunday nite, March 8: 7:00-9:00.

IV Public Relations Department: Public Relations Director/ Bob Baker

KBR
Vice-Chairman